

CONGRESSIONAL RELATIONS

Congressional Inquiries

APPROVAL/TRANSMITTAL

This directive has been updated to expedite the procedures for responding in writing to inquiries from Members of Congress (see paragraph 5). This supersedes IG-1531, dated November 9, 2000. Remove and destroy previous editions.

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Acting Inspector General

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A. POLICY. All employees are responsible for expeditiously reporting written or oral inquiries from members of Congress or their staffs to the Inspector General (IG) through the appropriate Assistant Inspector General (AIG), Director, Inspection Division (D/ID), or Chief Counsel, respectively.

B. PROCEDURES

1. Oral Inquiries. For oral inquiries, be polite and courteous, but at the same time be careful not to divulge official information which (a) is personal in nature and subject to the provisions of the Privacy Act (PA) or the Freedom of Information Act (FOIA); (b) contains proprietary data; (c) might compromise an ongoing audit or investigation; or (d) may be subject to limited release based on contractual agreements recognized by the Office of Inspector General. Determine what the person wants and advise the person that his or her interests will be conveyed to the proper authority. Ask if the request is for (a) committee business; (b) on behalf of a constituent; or (c) for personal use. If the request is detailed or complex or if appropriate for other reasons, ask the caller to submit the inquiry in writing.

Prepare a memorandum of conversation or memorandum for the file if the requester did not submit the inquiry in writing. E-mail the memo of inquiry to the appropriate AIG, D/ID, or Chief Counsel, and to the Director, Information Management Division (D/IMD), with a copy to the Deputy Inspector General.

2. Written Inquiries. Immediately notify the appropriate AIG, D/ID, or Chief Counsel, and D/IMD by forwarding a facsimile of the written inquiry.

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IG-1531

(B)

3. FOIA/PA Requests. Promptly direct FOIA/PA requests for records to the D/IMD.
4. Correspondence Control. All Congressional inquiries that require action will be entered into the IG correspondence control system by the immediate office of the IG.
5. Written Responses. The AIG office assigned responsibility for responding to the Congressional inquiry will ensure that the response is accurate and timely. A copy of the response will be sent by facsimile and the original sent by U.S. Postal mail.

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